DAVID Y. IGE GOVERNOR



STATE OF HAWAII

HAWAII PUBLIC HOUSING AUTHORITY 1002 NORTH SCHOOL STREET POST OFFICE BOX 17907 HONOLULU, HAWAII 96817 HAKIM OUANSAFI EXECUTIVE DIRECTOR

BARBARA E. ARASHIRO EXECUTIVE ASSISTANT

IN REPLY PLEASE REFER TO: 16:CPO/071

March 21, 2016

TO:

Interested Parties

FROM:

Rick T. Sogawa Procurement Officer

1 Todarement Office

SUBJECT:

Request for Proposals No. PMB-2016-02, Addendum No. 1

Property Management, Maintenance and Resident Services for Federal and State Low-Income Public Housing Properties under Asset Management

Project 46 on the Island of Oahu

This Addendum No. 1 is to: 1) provide responses to written questions received at the Pre-Proposal Conference conducted by the Hawaii Public Housing Authority (HPHA) on March 15, 2016, up until March 16, 2016; 2) amend the RFP; and 3) provide additional information and clarifications to the RFP as follows:

Part I - Written Questions and Responses:

No written questions were received at the Pre-Proposal Conference on March 15, 2016, up until March 16, 2016.

Part II – Amendments to the RFP:

- Subparagraph 2k. of Paragraph C. Administrative Requirements & Minimum
 Qualifications on page 30 under Section 2. Scope of Work of the RFP shall be amended
 to read as follows:
 - "k. The Successful Offeror shall employ or subcontract at a minimum a Carpenter, a licensed Plumber, and a licensed Electrician at entry level to repair and improve properties under AMP 46. The Successful Offeror shall provide evidence of valid licenses for the plumber and electrician or subcontractor licenses to the HPHA."
- 2. Attachment 25a attached herein is hereby added to the RFP as an attachment under Section 5 of the RFP to provide the position description and current wage rates for the Electrician I.

- 3. Subparagraph 5e. of Paragraph C. Administrative Requirements & Minimum Qualifications on page 33 under Section 2. Scope of Work of the RFP shall be amended to read as follows:
 - "e. The Successful Offeror's management fee shall be on an earned basis on occupied units and should be calculated at not greater than \$30 per occupied unit a month for each AMP 46 Federal property and not greater than \$42 per occupied unit a month for the State property (Ke Kumu Elua) for the initial 7 month period and all subsequent option periods. It is allowable to propose a management fee above \$42 per occupied unit for Ke Kumu Elua. However, the proposal shall provide justification for proposed management fee above \$42 per occupied unit for Ke Kumu Elua.

An occupied unit shall be determined as follows:

- i. Units occupied for the entire reporting month;
- ii. Units partially occupied for the reporting month;
- iii. Vacant units slated by the HPHA for modernization and approved by HUD;
- iv. Vacant units referred by the Successful Offeror to the HPHA for repair and approved by HUD; and
- v. Vacant units approved by HUD for special purposes.

The Successful Offeror's management fee shall be allocated by the six (6) components of the Successful Offeror's management plan. The percentage allocation will be used for the purpose of determining the Successful Offeror's management fee earned for each month. If the Successful Offeror fails to comply with any of the six (6) components of the Successful Offeror's management plan, the respective portion of the management fee will not be earned as follows:

	Management Plan Component	Percentage
1)	Administrative Requirements	10%
2)	Re-Examinations, Rent Collection and Tenant	35%
	Account Receivables	
3)	Unit, Common Area and Grounds Maintenance	e 10%
4)	Unit Turnover	25%
5)	Work Order System	10%
6)	Routine and Preventive Maintenance	10%

- 4. Subparagraph 7b. of Paragraph D. Property Management Services page 41 under Section 2. Scope of Work of the RFP shall be amended to read as follows:
 - "b. File a complaint to terminate the Rental Agreement with the District **Court** in accordance with chapter 521, HRS, Landlord Tenant Code."
- 5. All other terms and conditions of the RFP shall remain the same.

March 21, 2016 RFP PMB-2016-02, Addendum No. 1 Page 3

Part III - Additional Information and Clarifications:

The following information is provided for clarification purposes:

- 1. Sample duties for the administrative and maintenance positions are included in Attachments 25 and 25a of the RFP. Additional samples of duties and responsibilities for the Building Maintenance Worker, Electrician, and Plumber are provided herein as Exhibit A.
- 2. A sample Monthly Monitoring Report (MMR) is attached herein as Exhibit B for interested offeror's information. The MMR is completed by the HPHA Contract Administrator to capture the Successful Offeror's performance and show calculation of management fee earned for the month base on the six (6) components of the Successful Offeror's management plan. The respective percentage of the management fees are earned for each component if performance is 50% or better.
- 3. The 2015 Real Estate Assessment Center physical inspection score is 87 points for AMP 46.
- 4. As of March 18, 2016, all properties under AMP 46 are at 100% occupancy.
- 5. For the month of February 2016, rent collection rate at AMP 46 is 90.31%.
- 6. There are no tenant associations recognized by the HPHA for the properties under AMP 46.
- 7. The HPHA administrative policies on Drug Free Workplace, Sexual Harassment Awareness in the Workplace, Non-Violence in the Workplace, Standards of Conduct, Fair Housing, Language Access, Smoking, Safety Plan, and Procurement is available upon request. Interested Offerors may submit a written request to the HPHA to obtain a copy.

Please contact Ms. Tammie Wong, RFP Coordinator, at (808) 832-6090 should you have any questions. Thank you.



DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT STATE OF HAWAII

10.055 BU01/BC10

Specifications for the Class:

ELECTRICIAN I

Distinguishing Characteristics

This class reflects the fully competent worker level in the series.

An Electrician I independently performs a variety of skilled electrical work in the repair, maintenance and installation of electrical systems and equipment as a regular and continuing assignment, and may supervise one or more helpers assisting in the work.

This class differs from the Electrician Helper which performs duties that are essentially routine and repetitive, as well as manual and semi-skilled, and assists, under the supervision of a licensed electrician, in the repair, maintenance and installation of electrical systems and equipment.

This class differs from the Electrician II in that the Electrician I performs skilled electrical work in the repair, maintenance and installation of electrical systems and equipment and may occasionally lead the work of other skilled Electricians but mainly confines supervision to electrician helpers and other semi-skilled or unskilled workers; whereas the Electrician II, in addition to performing skilled electrical work as the major work assignment, supervises the work of skilled electricians as a continuing work assignment including setting the pace and quality of work.

Examples of Duties: (Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)

Installs conduits, transformers, traffic signals, airport signaling systems, pull boxes, and switches from drawings and blueprints; services and repairs pumps, motors, generators, switchboards, oil circuit breakers, and various other types of electrical equipment and apparatus; repairs and replaces broken or defective parts in motors, switches, and fixtures; tests, locates, and repairs trouble in electrical circuits and equipment; replaces fuses and incandescent and fluorescent lights; plans electrical installations; traces and diagrams wiring circuits; inspects traffic signal, street lighting, and airport lighting systems; reads blueprints and compiles materials list; may assign

tasks to electricians and supervise the work of helpers; may assist in other related trades when not utilized as an electrician.

Minimum Qualification Requirements

<u>License Required</u>: Applicants must possess a valid State of Hawaii Journey Worker Electrician License, Journey Worker Industrial Electrician License, Supervising Electrician License, or Supervising Industrial Electrician License.

<u>Knowledge of</u>: Practices and methods used in the electrical trade, including safety procedures and electrical code; tools, equipment and materials used in the electrical trade.

Ability to: Use hand and power tools common to the electrical trade; read and interpret blueprints, sketches, manuals and other materials; recognize hazards typical of the work; estimate time and materials needed to complete a job; understand and follow oral and written instructions; perform heavy lifting, moving and other manual work typical of the class.

Physical and Medical Requirements

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Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.						
This is an amendment to the spewere approved on November 9, 1993.	ecifications for the class ELECTRICIAN i, which					
DATE APPROVED: 7/16/2012	BARBARA A. KRIEG, Director Department of Human Resources Development					

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 04/01/2016 Bargaining Unit: 01 Blue Collar, Non-Supervisor

53,232	55,140	57,276	59,352	61,584	63,888	66,300	
4,436	4,595	4,773	4,946	5,132	5,324	5,525	
204.72	212.08	220.32	228.24	236.88	245.76	255.04	
25.59	26.51	27.54	28.53	29.61	30.72	31.88	
ANN	ANN	ANN	ANN	ANN	ANN	ANN	
MON	MON	MON	MON	MON	MON	MON	
8HR	8HR	8HR	8HR	8HR	8HR	8HR	
HRLY	HRLY	HRLY	HRLY	HRLY	HRLY	HRLY	
WS09	WS10	WS11	WS12	WS13	WS14	WS15	
38,256	40,020	41,184	42,852	44,568	46,356	48,216	50,124
3,188	3,335	3,432	3,571	3,714	3,863	4,018	4,177
147.12	153.92	158.40	164.80	171.44	178.32	185.44	192.80
18.39	19.24	19.80	20.60	21.43	22.29	23.18	24.10
ANN	ANN	ANN	ANN	ANN	ANN	ANN	ANN
MON	MON	MON	MON	MON	MON	MON	MON
8HR	8HR	8HR	8HR	8HR	8HR	8HR	8HR
HRLY	HRLY	HRLY	HRLY	HRLY	HRLY	HRLY	HRLY
WS01	WS02	WS03	WS04	WS05	WS06	WS07	WS08
50,160	52,068	53,964	56,052	58,080	60,300	62,556	
4,180	4,339	4,497	4,671	4,840	5,025	5,213	
192.96	200.24	207.52	215.60	223.36	231.92	240.64	
24.12	25.03	25.94	26.95	27.92	28.99	30.08	
ANN	ANN	ANN	ANN	ANN	ANN	ANN	
MON	MON	MON	MON	MON	MON	MON	
8HR	8HR	8HR	8HR	8HR	8HR	8HR	
HRLY	HRLY	HRLY	HRLY	HRLY	HRLY	HRLY	
BC09	BC10	BC11	BC12	BC13	BC14	BC15	
36,912	37,416	38,472	40,020	41,628	43,284	45,024	46,848
3,076	3,118	3,206	3,335	3,469	3,607	3,752	3,904
142.00	143.92	148.00	153.92	160.08	166.48	173.20	180.16
17.75	17.99	18.50	19.24	20.01	20.81	21.65	22.52
ANN	ANN	ANN	ANN	ANN	ANN	ANN	ANN
MON	MON	MON	MON	MON	MON	MON	MON
8HR	8HR	8HR	8HR	8HR	8HR	8HR	8HR
HRLY	HRLY	HRLY	HRLY	HRLY	HRLY	HRLY	HRLY
BC01	BC02	BC03	BC04	BC05	BC06	BC07	BC08
	ANN 36,912 BC09 ANN 50,160 WS01 ANN 38,256 WS09 ANN MON 3,076 MON 4,180 MON 3,188 MON 8HR 142.00 8HR 192.96 8HR 147.12 8HR HRLY 17.75 HRLY 24.12 HRLY 18.39 HRLY	ANN 36,912 BC09 ANN 50,160 WS01 ANN 38,256 WS09 ANN 8HR 142.00 8HR 192.96 8HR 147.12 8HR 8HR 17.75 HRLY 24.12 HRLY 18.39 HRLY ANN 37,416 BC10 ANN 52,068 WS02 ANN 40,020 WS10 MON 8HR 143.92 8HR 200.24 8HR 153.92 8HR HRLY 192.4 HRLY	ANN 36,912 mon 36,912 BC09 mon 4,180 mon 4,180 mon 3,188 mon 4,180 mon 3,188 mon 4,180 mon 3,188 mon 3,188 mon 3,188 mon 3,188 mon 3,188 mon 3,188 mon 4,180 mon 3,206 mo	ANN 36,912 BC09 ANN 50,160 WS01 ANN 38,256 WS09 ANN BHR 142.00 BHR 192.96 MON 4,180 MON 3,188 MON HRLY 147.12 BHR MON HRLY 147.12 BHR HRLY 147.12 BHR HRLY 148.39 HRLY HRLY 148.39 MON 43.39 MON 3,335 MON MON 44.97 MON 44.97	ANN 36 912 bit of size and	ANN 36,912 BC09 ANN 50,160 WS01 ANN 38,256 WS02 ANN 3188 MON ANN HRLY 142,06 HRLY 143,96 HRLY 143,12 HRLY 143,12 HRLY 143,12 HRLY 143,12 HRLY 143,12 HRLY 143,39 HRLY 143,39 HRLY 13,34 HRLY 133,32 HRLY 143,42 HRLY 140,00 HRLY	ANN 36,912 ANN 50,160 WSO1 ANN 38,256 MON ANN 9HR 14,200 HRLY 14,80 HRLY 14,316 HRLY 14,320 HRLY HRLY 16,320 MON HRLY HRLY 16,320 MON HRLY HRLY 16,320 MON HRLY HRLY 16,320 MON HRLY 16,320 MON

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 10/01/2016 Bargaining Unit: 01 Blue Collar, Non-Supervisor

		25 38 11	37 32 34	16 38 34 38	7 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	2 2 32 5	0 0 4 E	25 8 8 25 6 82	
÷	∢	54,300 4,525 208.88 26.11	56,2 ⁴ 4,68 216.3 27.0	58,416 4,868 224.64 28.08	60,540 5,045 232.88 29.11	62,82 5,23 241.6 30.2	65,160 5,430 250.64 31.33	67,632 5,636 260.16 32.52	
		ANN MON 8HR HRLY	ANN MON 8HR HRLY	ANN MON 8HR HRLY	ANN MON 8HR HRLY	ANN MON 8HR HRLY	ANN MON 8HR HRLY	ANN MON 8HR HRLY	
		60SM	WS10	WS11	WS12	WS13	WS14	WS15	
	∢	39,024 3,252 150.08 18.76	40,824 3,402 157.04 19.63	42,012 3,501 161.60 20.20	43,704 3,642 168.08 21.01	45,456 3,788 174.80 21.85	47,280 3,940 181.84 22.73	49,176 4,098 189.12 23.64	51,132 4,261 196.64 24.58
		ANN MON 8HR HRLY	ANN MON 8HR HRLY	ANN MON 8HR HRLY	ANN MON 8HR HRLY	ANN MON 8HR HRLY	ANN MON 8HR HRLY	ANN MON 8HR HRLY	ANN MON 8HR HRLY
		WS01	WS02	WS03	WS04	WS05	WS06	WS07	WS08
	∢	51,168 4,264 196.80 24.60	53,112 4,426 204.24 25.53	55,044 4,587 211.68 26.46	57,168 4,764 219.84 27.48	59,244 4,937 227.84 28.48	61,512 5,126 236.56 29.57	63,804 5,317 245.44 30.68	. .
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bargairiiig offit. O'l blue collai, Noil-Supervisor	∢	37,656 3,138 144.80 18.10	38,160 3,180 146.80	39,240 3,270 150.96	40,824 3,402 157.04 19.63	42,456 3,538 163.28 7	44,148 3,679 169.84 7	45,924 3,827 176.64 22.08	47,784 3,982 183.76 22.97
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Daigail		BC01	BC02	BC03	BC04	BC05	BC06	BC07	BC08

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 04/01/2017 Bargaining Unit: 01 Blue Collar, Non-Supervisor

∢	55,392 4,616 213.04 26.63	57,372 4,781 220.64 27.58	59,580 4,965 229.12 28.64	61,752 5,146 237.52 29.69	64,080 5,340 246.48 30.81	66,468 5,539 255.68 31.96	68,988 5,749 265.36 33.17	
	ANN MON 8HR HRLY							
	WS09	WS10	WS11	WS12	WS13	WS14	WS15	
۷	39,804 3,317 153.12 19.14	41,640 3,470 160.16 20.02	42,852 3,571 164.80 20.60	44,580 3,715 171.44 21.43	46,368 3,864 178.32 22.29	48,228 4,019 185.52 23.19	50,160 4,180 192.96 24.12	52,152 4,346 200.56 25.07
	ANN MON 8HR HRLY							
	WS01	WS02	WS03	WS04	WS05	WS06	WS07	WS08
۷	52,188 4,349 200.72 25.09	54,180 4,515 208.40 26.05	56,148 4,679 215.92 26.99	58,308 4,859 224.24 28.03	60,432 5,036 232.40 29.05	62,748 5,229 241.36 30.17	65,076 5,423 250.32 31.29	
	ANN MON 8HR HRLY							
	BC09	BC10	BC11	BC12	BC13	BC14	BC15	
	38,412 3,201 147.76 18.47	38,928 3,244 149.76 18.72	40,020 3,335 153.92 19.24	41,640 3,470 160.16 20.02	43,308 3,609 166.56 20.82	45,036 3,753 173.20 21.65	46,848 3,904 180.16 22.52	48,744 4,062 187,44 23.43
	ANN MON 8HR HRLY							
2 2 2 3 3 3 3	BC01	BC02	BC03	BC04	BC05	BC06	BC07	BC08

Sample Duties and Responsibilities

I. Building Maintenance Worker I

A. Plumbing

- 1. Replaces toilet seats and hinges. Unclogs sinks, basins and shower outlets. Unclogs the laterals of the sewer distribution system. Uses electric auger and/or 100' rigid steel tape to unclog laterals of the sewer distribution system; and excavates to locate underground breakage.
- 2. Assesses and replaces defective compressor units with temporary back up until unit repaired. Maintains the solar system regularly.

B. Painting

- 1. Prepares surfaces to be painted by scraping, sanding and burning or with the use of compounds or remover. Seals all holes, cracks and dents with oil putty or spackling compound and sands to level with surface.
- 2. Applies paint, enamel, stain and varnish to various interior and exterior surfaces such as doors, steps, porches, cabinets and ceiling using paint brush, roller or spray gun.
- 3. Refinishes office equipment such as desks, tables and cabinets by removing old coats of paint and rust. Sands, sizes surfaces, applies primer, re-sands and applies finish coats. Re-sands, rubs smooth with rubbing compound and polishes with brush, roller and spray gun. Cleans and renders proper maintenance to painting equipment.

C. Carpentry

- 1. Repairs and replaces damaged flooring, joists, water tables, partitions, girts and studs.
- 2. Repairs/replaces panel and screen doors, panels, stiles, and other parts of metal and wooden doors. Replaces/repairs, in whole or in part, door jams and screen frames. Changes metal and wooden doors. Repairs/replaces cabinet doors, drawers and shelving, friction catches and handles.
- 3. Installs, repairs and/or replaces locking devices to windows, screen frames, cabinet doors and cabinet drawers.
- 4. Repairs and/or replaces curtain rods and brackets, soap dish, toilet paper holders and towel bars. Installs grab bars.
- 5. Repairs office desks, chairs and filing cabinets.
- 6. Repairs roof leaks.

- 7. Replaces floor tiles and all types of moldings.
- 8. Prepares and builds forms for concrete, compacts ground, installs wire mesh and/or rebar, mixes and finishes concrete.

D. Appliances

1. Refrigerators

 Replaces hinges, door handles, gaskets, light switches, meat trays, evaporator doors, plastic linings, racks, vegetable trays and other parts and accessories.

2. Gas Heaters

- a. Repairs/replaces thermocouples and defective and/or inadequate sized orifices to pilots and burners. Adjusts air control. Replaces and repair the magnetic points of the unit control. Cleans air intake chamber. Re-lights pilot.
- b. Replaces gas heaters as necessary.

3. Solar Heaters

- a. Assesses and replaces defective differential thermostats and adjusts thermostats.
- b. Back flushes panels (preventive maintenance).
- c. Lubricates pumps.

4. Gas Stoves

a. Replaces igniters, diffusers, spark module, orifices, tracks, trays, drawers, door gaskets, and handles.

5. Electric Stoves

a. Replaces plug in and wired burners, drip pans, over elements, racks and door gaskets, drawers, and door handles, knobs.

E. Building and Unit Inspections

1. Checks and inspects buildings, units, offices and grounds for repair and maintenance.

- F. Electrical (under the supervision of a licensed electrician)
 - 1. Repairs and replaces electrical fixtures, fuses, switches, etc.
 - 2. Installs new electrical outlets; locates and repairs shorts in electrical circuit.
- G. Plumbing (under the supervision of a licensed Plumber)
 - 1. Repairs and replaces broken pipes, gaskets, packings, hose bibs, faucets and closets tank fixtures.
 - 2. Replaces and installs sinks, wash basins, closet tanks and bowls.

II. Electrician I

A. Appliances

- Repairs/replaces complex parts such as evaporator defrost heater, mullion heater, evaporated motor, wire connectors, quartettes, relay switches and foam divider housing, condenser motor, defrost control temperature control, foam duct, and thermostats.
- 2. Assesses and identifies major mechanical malfunctions i.e. compressor, generator.
- 3. Repairs/replaces more complex parts and accessories such as switches, burner igniters, oven igniters, switch valves, safety valves, oven valves, gas regulators, and gas range line valve.
- 4. Repairs/replaces outlet plugs, burners, surface knobs, burner switches, thermostats, bake and broiler elements, burner sockets or blocks, terminal blocks, range wire plugs, wires, cook tops, oven gaskets, wire shelves, racks, door panels, range time clocks, other parts and accessories.
- 5. Repairs/replaces top and bottom thermostats, heating elements, element gaskets, electric wiring and heater insulation.
- 6. Cleans, services, repairs and maintains water pumps, solar heating pumps, motor generators, appliances, hot water heaters, circuit breaker panels and various other types of electrical equipment and apparatus. Periodically disassembles and cleans out control panels and other electrical equipment to get rid of dust and harmful particles.

B. Electrical

1. Replaces fuses, multi-breakers switches, floor plugs, surface switches, ceiling and wall fixtures; locates electrical distribution systems; replaces shorted service lines in conduit pipes; repairs and resets time clocks

- controlling night lighting systems (120V systems). Replaces 50 AMP multi-breakers and W.H. meter (220V system).
- 2. Troubleshoots using multi-meter, ammeter, voltmeter, oscilloscope and other diagnostic equipment to measure current, voltage and resistance and discover location/cause of shorts, grounds and open circuits. Replaces broken or defective parts in motors, switches and fixtures; tests, locates and repairs trouble in electrical circuits and equipment.
- 3. Reads and interprets wiring plans, diagrams, schematics and blueprints; traces and diagrams wiring circuits; install conduits, junction boxes, and switches from drawings, using knowledge of and conformance of electrical codes; compiles material list.
- 4. Follows a planned maintenance schedule to replace fuses, incandescent and fluorescent lamps. Regularly inspects, tests, and makes unit replacements to electrical devices such as relays, cut-outs, time delay relays, cam switches, micro switches, and contractors.
- 5. Inspects street lightning in the various projects and replaces burnt out lamps, transformers and ballasts.

C. Other duties

- 1. Procures materials and supplies required to accomplish installations, repairs, modifications and replacements for all electrical equipment and appliances.
- 2. Completes work order on required forms by recording the time and number of employees and materials used on the jobs.
- Provides technical assistance and supervision to helpers and/or laborers assisting in electrician work tasks to ensure that work is performed in accordance with accepted work and safety standards.
- 4. Assists other maintenance staff in annual unit inspections in the projects.
- 5. Instructs subordinates and demonstrates proper work procedures. Provides On-The-Job training of new employees.

III. Plumber I

A. Plumbing Repair and Maintenance

1. Repairs and/or replaces all types of faucets, including shower and angle valves. (Involves: washers, gaskets, screws, bonnets, packing friction rings, stems and handles).

- Repairs and/or replaces P&S traps and related galvanized and copper fittings. (Involves: washers, slip joint nuts, extensions, nipples and friction rings).
- 3. Repairs and/or replaces outside secondary colder water distribution system consisting of ½" and ¾" galvanized conduits, excavates to locate leaks and deteriorated sections and install clamps.
- 4. Repairs and/or releases interior galvanized and copper hot and cold-water distribution systems, cuts and threads replacements from stock size, solders copper pipes and fittings and tests for leakage.
- 5. Repairs toilets by replacing ball cock assembly, flush valve assembly, tank bulbs, gasket guides and wired fittings. Completes toilet bowl replacements. Re hangs and/or repair basins and sinks.
- 6. Repairs and/or services energy conservation devices such as heat pumps and solar panels. Replaces defective compressor units with temporary back until unit is repaired, and maintains system regularly.
- 7. Unclogs sewer mains, laterals of the sewer distribution system, house drains, sinks, shower and laundry drains and outlets.
- 8. Replaces faucet washers, basin and bathtub stopper assemblies, broken faucets, p-traps and bypass valves.
- 9. Inspects and performs preventive maintenance on sanitary and storm drains.

B. Heater Repairs/Replacement

- 1. Repairs leaky heaters; removes when necessary and installs new heater.
- 2. Cuts, reams and threads pipes to connect cold and hot water.
- 3. Cuts and solders copper pipe and fittings using torch and solder.

C. Other duties

- 1. Operates and maintains truck to transport equipment and/or materials to and from the central maintenance shop and work site.
- 2. Completes work order on required forms by recording the time and number of employees and materials used on the jobs.
- 3. Provides technical assistance and supervision to helpers and/or laborers assisting in plumbing work tasks to ensure that work is performed in accordance with accepted work and safety standards.

4. Instructs subordinates and demonstrates proper work procedures. Provides On-The-Job training of new employees.

HPHA – Property Management and Maintenance Services Branch AMP Monthly Monitoring Report

	Contract No.	Management Fee MO/YR:
Date:	Contractor:	AMP No.:

ADMINISTRATIVE REQUIREMENTS

Comments							
Corrective Action Plan							
Satisfactory (Y/N)					i.		
Actual							
Standard	10%	5% or below	Due by End of Month	At placement and annually reviewed	Incidents logged and semi annual reporting	Due by Rent Run	98% or greater
Activity	Supervisor's Review	Re-exams	EIV	Community Service	Crime Reports	Pre-Rent Run	Occupancy Rate

Monitoring Report (11/08)

HPHA – Property Management and Maintenance Services Branch AMP Monthly Monitoring Report

RENT COLLECTION & TENANT ACCOUNT RECEIVABLES

		-	Satisfactory		
Activity	Standard	Actual	(Y/N)	Corrective Action Plan	Comments
Delinquency	3% or below				AR Current Tenant
Rate					
	All accounts				Aged Receivables
90 Day	following rent				
Accounts	collection				
	policy				

VACANT UNIT TURNOVER

			Satisfactory		
Activity	Standard	Actual	(Y/N)	Corrective Action Plan	Comments
Total Turnover					Vacant Unit Status Report
Days/# of	7 Days or				
Placements	less				

WORK ORDERS

Activity	Standard	Actual	Satisfactory (Y/N)	Corrective Action Plan	Comments
	Closed/				Work Order Worksheet
Emergency	Abated				
Work Orders	within 24 hrs				
	Average				Work Order Worksheet
Non-	Closed				
Emergency	within 25				
Work Orders	Days or Less				

Monitoring Report (11/08)

HPHA – Property Management and Maintenance Services Branch AMP Monthly Monitoring Report

ROUTINE AND PREVENTIVE MAINTENANCE

Comments	Annual Inspections Report	Annual Inspections Report	Annual Inspections Report
Corrective Action Plan			
Satisfactory (Y/N)			
Completed			
Scheduled Completed			
Inspections	Units	Buildings	Site

UNIT, COMMON AREA & GROUNDS

Comments	
Corrective Action Plan	
Satisfactory(Y/N)	
Conducted by	
Site Name	
Site Visit Date	

HPHA - Property Management and Maintenance Services Branch